

Membership Balance Plan

Presidio Institute Advisory Council

1. **Name.** The Presidio Institute Advisory Council (“Council”).
2. **Authority.** The Council is established under agency authority in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. App. 2. The Executive Director of the Presidio Trust (“Executive Director”), in consultation with the Chair of the Board of Directors, has determined that the Committee is in the public interest and supports the Presidio Trust in performing its duties and responsibilities under the Presidio Trust Act, 16 U.S.C. §460bb appendix.
3. **Mission/Function.** The purpose of the Council is to provide the Executive Director with recommendations related to the redevelopment of the historic Fort Scott campus in the Presidio of San Francisco. The Council will be charged with assisting the Trust in repurposing the iconic Fort Scott district as a place that builds upon the Presidio’s 200-year legacy of service. Specifically, the Committee will advise on the establishment of a new national center, the Presidio Institute (“Institute”) focused on service and leadership development.
4. **Points of View.** The Council shall consist of up to 20 members with a demonstrated interest in advancing service, to community and country, and/or expertise in building the capacity of organizations to tackle society’s most pressing challenges through innovative approaches, including cross-sector collaboration. The members’ diverse views will help to ensure that the Institute effectively responds to the needs of its identified target audiences by offering leadership trainings, research, and opportunities to convene. Members will consist of representatives from the following groups:
 - a. For-profit and non-profit organizations that have a demonstrated interest in the public good;
 - b. Academic institutions, research institutions, consulting groups, and/or training providers with experience building the capacity of mission driven organizations; and
 - c. Government agencies

Members will be selected with regard to the Council’s collective representation of public, for-profit, non-profit, and academic perspectives. Council members may include regular government employees, special government employees, and representatives.

5. **Other Balance Factors.** Other criteria intended to help maintain a balanced membership on the Committee are: diversity in geographic locations; representation of national and local constituencies; length and depth of professional experience in organizational development, program development, and impact evaluations.

- 6. Candidate Identification Process.** Candidates for the Council are identified through the following process:
- a. The Presidio Trust conducted a search to identify individuals with experience in areas needed to advance the Institute. The Presidio Trust seeks recommendations from members of relevant professional associations, partner Federal agencies, the Presidio Trust's Board of Directors, and members of the public. Staff reviews nominations and determines whether individuals are qualified to serve in an advisory capacity. Staff presents nominations for consideration to the review team.
 - b. The Presidio Trust has a four person review team ("review team") consisting of the Executive Director, the Chairman of the Board or his/her designee, one former Board member selected by the Executive Director, and the Designated Federal Official ("DFO"). The review team selects candidates that best meet the objectives of the Council. The DFO will be primarily responsible for ensuring that the Council maintains a fairly balanced representation of points of view and expertise.
 - c. The Executive Director is responsible for appointing members to the Council and may designate one or more members to serve as Chairperson(s). Members will be appointed for terms of two years, with an option to renew at the request of the Executive Director for additional terms. Vacancies during the term of appointment may be filled as soon as practicable using the candidate identification process noted above.
- 7. Subcommittee Balance.** The process for selecting subcommittee members and determining subcommittee balance is the same as the process for the parent Council. If subcommittees are created during the term of the Council, subcommittee members will be selected based on expertise and professional qualifications relevant to fulfilling the subcommittee's specific charge.
- 8. Other.** Membership adheres to the administration's prohibition against registered lobbyists.
- 9. Updated.** August 6, 2014.